



Inspection Process

The Land Development Division (LDD) inspects Public Infrastructure Improvements and Site Disturbance activities constructed by private developers. These inspections are conducted to ensure that the public infrastructure that is constructed is done in accordance with the Adopted City Standards and Specifications for public safety and the long term quality of the assets that the City will own, operate, and maintain in perpetuity.

There are two types of Public Infrastructure permits, Major and Minor. Major Infrastructure is classified as Streets (SEC5), Storm Sewers (SEC4), Sanitary Sewers (SEC3), Street Lights (SEC6), Traffic Signals (SEC7), Streetscapes (SEC5), Site Disturbance (SEC8), etc. Minor infrastructure is classified as Drive approaches, sidewalk, and curb (SEC1).

Contacting the Inspector

Once the construction permit is obtained from LDD, enter the permit type and number in KIVANET to find the assigned inspector (see Web Access to Inspection Results 1 thru 6). This will provide the inspectors email address. The inspector can be reached by calling **(816) 513-1500, Option 2**, or by email. If there are issues with contacting the inspector or problems with the inspector, please use the number above and ask for the Inspection Supervisor. Coordination of the construction permits shall be done with the LDD Inspector as it relates to project issues, extension of the completion date, technical issues, etc. Working hours for the Land Development Division Inspection Staff is 7:30am to 4:00pm. If contact is made with the inspector during working hours, you should receive a response from that inspector within 24 hours. If contact is made after hours you should receive a call back the next day. If no response is received from the inspector assigned to the project then notify the Inspection Supervisor for resolution.

Inspectors

Terry Downs – (816) 805-1981
 John Sherwood – (816) 718-2514
 Stacy Hill – (816) 718-4159
 Anthony Johnson – (816) 804-8101
 Troy Andersen – (816) 572-1676

Inspection Supervisor

Kevin Scott – (816) 513-2951

Permit Conditions

Permit conditions may vary depending upon what type of permit is issued for the work. Following are the list of typical conditions that may be printed on the permit.

- That time is of the essence;
- They have satisfied themselves that the Owner has provided satisfactory R/W and/or easement(s) in accordance with City code to accommodate the work;
- To give City and adjacent residents 48 hours advance notice prior to starting work;
- To limit disturbed area to the permitted acreage of _____ acres;
- To construct the improvements as indicated on the permit plan record documents under plan File No. _____ or Control No. _____, with work not starting prior to _____; (City agrees to early issuance of this permit subject to applicant agreeing to pay a triple permit fee if work is started before the start date indicated herein);
- To complete this work by the permit completion date of _____;
- To coordinate with the work of all other contractors for timely completion;
- To remove/relocate/reconstruct unacceptable work to the satisfaction of the City;
- To remain responsible for the work until permit and bond are released;
- The City will notify the Permittee by letter when the maintenance period starts, if applicable under the provisions of the bond for this permit; Maintenance shall include any and all repairs to damaged components of the facility that may have occurred prior to or during the maintenance period;
- The City will notify the Permittee by letter when this permit and the facility constructed under it are Final Accepted. Final Acceptance shall not occur until the maintenance period required under the bond has been completed and all maintenance items addressed.
- The Permittee has been informed and understands that this permit obligates the Permittee (principal under the bond) to provide As-Built records as a condition of satisfying the bond performance obligations under this permit, even if the Design Engineer has designated themselves to this obligation on the plans, but has not done so. The Permittee hereunder will be given 30 days notice to provide said As-Built.
- They have satisfied themselves through Missouri One-Call and field locates, the location of all existing utilities, that might conflict with the work in this permit prior to starting any work.
- This permit does not authorize grading or excavation in excess of 6 in. above or below existing grade, except for the removal of tree stumps. Failure to obtain any required grading permits for earthwork in excess of 6 in. may result in enforcement actions as provided under the City code.

Pre-Construction Meetings

The inspector may request a pre-construction meeting to discuss the schedule of the project, expectations, or any other items deemed necessary to the completion of the project. The inspector or the Permit holder may request additional meetings during the project to correct or discuss issues with the project.

Project Site Inspections

The Site Disturbance inspections are conducted every fourteen (14) days or after a rain event of ½ inch or more. The Site Disturbance permit shall remain in an OPEN status until all areas, not covered by a hard surface, have established vegetation per City Standards.

All other inspections are conducted on an random basis or when staff is requested for testing, problem resolution, or questions.

All work that is covered by the permit shall be completed by the “Completion Date” as printed on the permit. If the work will not be completed by the “Completion Date” then the permit must be extended prior to the “Completion Date”. No work is authorized to be done after the completion date. If the extension of the permit has not been completed by the original completion date a “Stop Work Order” will be issued to the permit holder until the permit has been brought current.

Inspection Results and Comments

The permit holder/Representative will be notified via email of the inspection results as well as phone conversations as necessary. Inspection results and comments can be found on KIVANET (see Web Access to Inspection Results on the Process Overview page). The permit holder will be given a reasonable amount of time to rectify the deficiencies, however if deficiencies are not rectified then further enforcement actions will be taken, including but not limited to “Stop Work Orders”, Enforcement Fees, and Default of the permit.

The inspection Results shall include whether or not the inspection has passed or if there are deficiencies. If there are deficiencies the results shall include what is deficient, why it is deficient, and what to do to correct the deficiency as well as a time frame for completion. A follow up inspection will be conducted on the date indicated and if the deficiency is not corrected further enforcement actions will be taken.

The typical Final sign-off decision of “FIELD ACC” stands for “Permit Field Activity Completed” and does not signify permit acceptance.

Insurance

The permittee is required to have a insurance certificate filed with the City at the time of permit issuance. The policy shall be good for the duration of the permit and the duration of the bond maintenance period if applicable. If an insurance certificate expires before completion of the permit, it is the responsibility of the Permittee to provide a new certificate to the Permit Group on the 5th Floor of City Hall.

Enforcement/Enforcement Fee

When enforcement actions are necessary, above normal notification of deficiencies, a fee shall be assessed to cover the additional administrative, review and inspection costs of enforcement actions. The enforcement fees shall be individually calculated based on staff estimates for each permit and the additional costs spent on the enforcement. This shall included enforcement actions taken to acquire as-built records required on sewer permits. These fees shall be in addition to any other fees required or court fines imposed and paid to the Court. If work is done without a permit or after a permit has exceeded the established "Completion Date" a triple fee may be assessed and/or enforcement fees added. Any addition fees that may be assessed to the permit holder must be paid prior to the permit being completed . If the fees are not paid then the permit holder may be subject to having the Certificate of Occupancy being held .

Maintenance Inspections

Once the construction activities have received a decision of "FIELD ACC", as-built drawings have been reviewed (if applicable), and Maintenance Bond is received, the permit is moved into its maintenance period. Permits in the maintenance period are subject to a 6 month, one year, and two year inspection to ensure the improvement has endured without the need of any repair for the duration of the bond period. If any deficiencies are identified during this time, then notification will be sent to the permit holder for repair. When the project has completed the maintenance period the City will accept the public improvements and release the required bonding.